

UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF KENTUCKY



VACANCY ANNOUNCEMENT 20-02

Position: **Summer/Fall Student Intern (Volunteer)**
 ***More than one vacancy may be filled**

Opening Date: **June 12, 2020**

Closing Date: **Until filled**

Location: **Lexington, KY**

POSITION SUMMARY:

The United States Bankruptcy Court for the Eastern District of Kentucky is accepting applications for the volunteer position of Student Intern. The term of the internship will be during the Summer/Fall 2020 semesters.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Receive general incoming telephone calls to the Information Technology department and respond or forward calls to the appropriate individual
- Prepare routine reports and assist in the installation of upgrades on new or revised off-the-shelf/desktop releases.
- Assist in set-up, configure, and install and document hardware and software.
- Perform related duties, as assigned.

REQUIREMENTS:

- Proficiency in Microsoft Word, Excel, Access, PowerPoint, Adobe Acrobat and internet.
- Excellent communication, interpersonal and organizational skills, which include the ability to manage multiple tasks and deadlines, are essential.
- Ability to exercise mature judgement.
- Compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements.
- Be well groomed and exhibit a professional appearance.

QUALIFICATIONS:

Candidate must be a high school graduate or equivalent and currently enrolled in an accredited undergraduate or graduate program.

SALARY AND BENEFITS:

Interns are unpaid volunteers and are not benefits eligible. Interns would be responsible for parking and transportation to the work site.

CONDITIONS OF INTERNSHIP

Incumbent must be a United States citizen and must complete a successful background check for this position. Incumbent must complete 15 hours per week over the course of the internship. Work schedule will be determined upon internship offer, while work must be completed during standard business hours.

APPLICATION PROCEDURE:

Qualified candidates are invited to submit:

- A letter of interest, including school information/major, plus days/duration of availability.
- Resume detailing all relevant experience, education and skills
- Letter of qualification from an appropriate facility representative
- College/University transcripts (official or unofficial representing most recent academic semester & cumulative GPA as of application date)

Completed application packages must be emailed to <mailto:hr@kyeb.uscourts.gov>. Incomplete application packages will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. All applicants scheduled should advise the Human Resources Office if an accommodation is necessary to interview.